

TID Project Plan Amendment – Checklist

Use this checklist as a guide for assembling the items that must be submitted to the Department of Revenue when a district's project plan has been amended.

- ☐ 1. Legal Requirements Forms – (PE-605A)

See instructions on the bottom of the form.

- ☐ 2. Proof that a public hearing notice was sent to the other taxing entities before it was published

Include copies of cover letters sent with the notices or a clerk's certification that they were sent on time.

- ☐ 3. Public Hearing Notice Proof of Publication

Include copies of required public hearing notices and an affidavit of publication from the publishing newspaper.

- ☐ 4. Copies of Amendment Resolutions

☐ *Submit a copy of the planning commission resolution*

☐ *Submit a copy of the city council or village board resolution – Must contain the same findings as the creation resolution.*

☐ *Submit a copy of the Joint Review Board resolution – If the Joint Review Board (JRB) did not adopt a resolution, send a copy of its meeting minutes or other evidence of its approval. This approval must occur within 30 days after receiving the amendment resolution from the municipality. The JRB must submit its decision to the city not later than 7 days after making it.*

* Please note: resolutions that alter district boundaries must include findings that the municipality is not in violation of the 12% test for TID capacity. Municipalities that exceed the limit will be denied territory amendments.

- ☐ 5. Copy of the Amended Project Plan

All of these items should be sent to:

Wisconsin Department of Revenue
Attn: Tax Incremental Finance, MS 6-97
PO Box 8971
Madison, WI 53708-8971

Questions about completing the forms and other items should be directed to Susan Plakus (608) 261-5335, Josh Dukelow (608) 266-5516 or Judie Gibbon (608) 266-5708; or email to tif@dor.state.wi.us; or check the DOR TIF web page at www.dor.state.wi.us/slf/tif.html

Please see page 2 if the amendment involves a boundary modification.

Project Plan Amendments That Modify TID Boundaries

For project plan amendments that include modifications to the district boundaries, the following items must also be submitted to the department:

- ☐ 1. TID Parcel Lists – (PE-608 & PE-608M)
Locally Assessable Property (PE-608), State Assessed Manufacturing Property (PE-608M), City-owned Property (PE-619)

*See instructions on reverse side of each form. **Only include information for the parcels that have been added to the district.***
- ☐ 2. TID Base Year Personal Property List – TID Base Year Personal Property (PE-601A)
State Assessed Manufacturing Personal Property (PE-608MP)

Forms are to be completed by the assessor and should only include property within the TID. Annexed personal property must be reported on a separate form and indicate the town from which they are annexed. See instructions for PE-608MP on reverse side of form.
- ☐ 3. TID Final Report and Special District Supplement – (PE-617A)

*Instructions are on the back of the form. At a minimum, both sections on the front of the form are to be completed. The assessor **must** sign it on the front. **Only include information for the parcels that have been added to the district.***
- ☐ 4. TID Statement of Assessment – (PE-615A)

*The instructions are on the back of the form. The clerk **must** sign it on the back near the bottom. **Only include information for the parcels that have been added to the district.***
- ☐ 5. A map of the area added to the district, with the outer boundaries clearly marked and parcels numbered – (A PDF may be submitted, etc.)

Submit a map of the new area with all TID parcel numbers marked. It must show how the new area is attached to original district, have boundaries clearly shown, and be large enough so the parcel numbers may be easily read. These numbers must be identical to those on the TID parcel lists for the new area.
- ☐ 6. Boundary description of the new area

Submit a narrative description of the outer boundary of the new area. It must be a “metes and bounds” type description, not just a “lot and block” listing.
- ☐ 7. Tax Incremental Financing Remittance Fee – (PA-480)

Submit \$1,000 fee check separately to Drawer Number 93826, Milwaukee, WI 53293-0826. Make check payable to Wisconsin Department of Revenue.